

Application for Commemorative Plaques and Tribute Trees

This form will be used to process your application for a commemorative feature in accordance with Council's Commemorative Plaques and Tribute Trees Policy.

☐	<u>Tribute Tree</u> Council officers will assist with available locations for Tribute Trees	\$300.00
☐	<u>Installation of Commemorative Plaque</u> Applicant to Supply Plaque For contributions to the community of the Fraser Coast – evidence may be required	\$300.00
☐	<u>Commemorative Seat</u> Applicant to Supply Plaque For contributions to the community of the Fraser Coast – evidence may be required	\$2,850.00
☐	<u>Commemorative Table Setting</u> Applicant to Supply Plaque For contributions to the community of the Fraser Coast – evidence may be required	\$4,500.00

Section 1 – Applicant's Details

Full Name of Applicant

Email

Mobile

Telephone

Postal Address

Section 2 – Commemoration Details

Name of individual or community group to be commemorated

Are there any other commemorative features, in the Fraser Coast Regional Council area, recognising the Individual, Organisation or Community Group?

☐ No ☐ Yes (Provide details if known)

Please provide details of contribution to the community of the Fraser Coast

Proposed Location of Commemoration

Proposed wording (inscription guidelines apply)

- **Plaques for seats are to be 100mm x 50mm**
- **Plaques are to be marine grade stainless steel or anodised aluminium**

Inscriptions are to be in the present tense and uplifting to honour the person who is the subject of the commemorative feature by following the inscription guidelines in Council's Policy. A maximum of 3 lines and approximately 45 characters (15 characters per line) is recommended for aesthetic reasons. Example:

COME SIT WITH ME
JOE BLOGGS
FOREVER IN OUR HEARTS

Section 3 – Declaration and Signature

I/We, the undersigned, agree that the nominating individual/organisation/group shall be bound by, and shall observe, the Conditions of Fraser Coast Regional Council's Commemorative Plaques and Tribute Tree Policy and that such Policy shall be deemed to be part of this Agreement and that the individual/organisation/group shall promptly and punctually pay to Fraser Coast Regional Council all monies which may become payable in respect of this application.

I/We understand that the information provided in and with this Application may be disclosed publicly under the *Right to Information Act 2009* and *Information Privacy Act 2009*.

I am aware that it is an offence to knowingly provide false or misleading information.

Signature

Date

METHOD OF PAYMENT

In Person

*At any Council office
Cash, cheque, EFTPOS or credit card is
accepted at our Customer Service Centres
between 8:15am - 4:30pm Monday to
Friday.*

By Phone

*When the completed application form
has been received by email, a Customer
Service Officer will be in contact to obtain
the relevant payment by credit card.*

By Mail

*Post completed form with cheque to-
Chief Executive Officer
Fraser Coast Regional Council
PO Box 1943
HERVEY BAY QLD 4655*

OFFICE USE ONLY

☐ All Information Received	☐ Application Fee Paid	Date
Receipt #	CSO Initials	Referred to – OSE

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application as required under *Local Law No. 1 (Administration) 2011*. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Docs #3464281v12

	COUNCIL POLICY	
	Commemorative Plaques and Tribute Trees	
	Policy Number	CP066
	Directorate	Infrastructure Services
	Owner	Executive Manager Open Space and Environment
	Last Approved	26/02/2025
	Review Due	26/02/2028

1. PURPOSE

This Policy provides a framework for the approval, installation, placement and maintenance of commemorative plaques, features and tribute trees within Fraser Coast Regional Council Parks and Open Spaces.

2. SCOPE

This Policy covers commemorative plaques, features and tribute trees located in Parks and Open Spaces within the Fraser Coast local government area, except for:

- roadside memorials, which are subject to paragraph 3, Schedule 4 of *Subordinate Local Law 1 (Administration) 2019*, and
- memorials in cemeteries, which are subject to Council's Policy "Burial Rights – Fraser Coast Regional Council Cemeteries."

3. HEAD OF POWER

Local Government Act 2009
Local Government Regulation 2012

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

"Commemorative Feature" means an object established in memory of a person, or an event, and includes seating, plaques, and tribute trees.

"Tribute Tree" is a tree planted within a designated public space to honour or commemorate an individual, group, or event. Tribute trees are maintained as part of the local government's public landscape, subject to site suitability, species selection, and ongoing management considerations.

"Community Group" is a community group that is registered as a community group and the person being nominated by the community group is a person who has worked with the community group which has provided a service to the community.

"Commemorative Plaque" means a flat tablet of metal which includes text that commemorates a person or an event and which is affixed to a parks bench seat. The text may also provide historical text or information relevant to its location.

5. POLICY STATEMENT

5.1. Policy Objective

Council acknowledges the importance of plaques and commemorative features for remembering, celebrating and recognising the contributions of the region's people, history, culture, events and organisations.

This Policy provides a consistent approach to the implementation of new and management of existing plaques and commemorative features.

This Policy recognises that the preferred location for memorialisation of individuals is within the grounds of one of the Fraser Coast's cemeteries. In circumstances outlined in this Policy, Council may consider granting approval for commemoration to individuals within Council Parks and Open Spaces.

5.2. Eligibility

Unless otherwise approved by Council resolution, commemorative features are to recognise:

- individuals or community groups with known contributions to the community of the Fraser Coast.
- an event or place that is of local or regional significance
- distinguished members of the public service e.g. Police, Defence Force, Health Services
- individuals who have made a significant contribution to cultural, political, or social development of the Fraser Coast community.

Approval of commemorative features may require evidence of local significance eg, accolades, awards or community support. Only one commemorative feature shall be approved per organisation or individual.

To better deliver Council's strategy for Greening Fraser Coast, and to provide a low-cost option to the community - no eligibility is required for the planting of a tribute tree.

Council accepts in good faith that information provided by the applicant is true and correct and accepts no responsibility for any dispute between relatives or the community over content or wording.

5.3. Supply and types of commemoration

Council will consider the following commemoration types:

- Tribute trees – supports Council's strategy for Greening the Fraser Coast
- Commemorative plaques installed on an existing parks bench seat and the Urangan pier
- Donation of a new parks bench or table setting with a commemorative plaque

Tribute Trees

A tribute tree is an environmental alternative to a commemorative plaque where the applicant has elected to nominate a tree due to lower fees and to contribute to the greening of the Fraser Coast Region.

1. Council will accept requests for tribute trees subject to the following conditions:
 - a. The tribute tree species planted will be a local native species agreed upon following consultation with the Supervisor – Natural Areas. Council will also consider the aesthetic and surrounding species of the area planted.
 - b. Payment in full of the current charge for the tribute tree is received prior to commencement of installation.
 - c. If Council is unable to fulfil the request by granting the requester's preferred location for a tribute tree, fees will be refunded.
 - d. No plaques will be allowed to be installed adjacent to or attached upon the tree planted.
 - e. The charge for the tribute tree in no way constitutes ownership of the tree, nor the land upon which it is situated.
2. Council will supply trees in 45 litre bags and the charge includes cost of the tree, installation and establishment at the location mutually agreed upon by the applicant and the Executive Manager - Open Space & Environment.

Commemorative Plaques

1. Council will accept requests for commemorative plaques subject to the following conditions:
 - a. The park or open space in question has an existing seat as outlined by the Fraser Coast Park Strategy 2041.
 - b. Bench seats are not to have multiple plaques and will not be approved if already utilised as a commemorative seat.
 - c. It is aesthetically appropriate, and that the plaque be installed at a location approved by the Executive Manager – Open Space & Environment.
 - d. Payment in full of the current charge for the commemorative plaque is to be received prior to commencement of installation.
 - e. If Council is unable to fulfil the request by granting the requester's preferred location for a tribute plaque, fee's will be fully refunded.
 - f. Plaques must be supplied by and at the expense of the applicant and must meet the inscription guidelines within this Policy.
 - g. The charge for the commemorative plaque in no way constitutes ownership of the park furniture, nor the land upon which it is situated.

- h. The application for commemorative plaques may be restricted in some parks as determined by the Executive Manager – Open Space & Environment to ensure a reasonable balance of amenities.

2. Inscription guidelines for commemorative plaques:

The Executive Manager – Open Space & Environment is responsible for approving the inscriptions on a requested tribute plaque in accordance with the following guidelines:

- a. Plaques must be 100mm x 50mm in dimension and made from marine grade stainless steel or anodised aluminium.
- b. Inscriptions on the plaque will be in the present tense and uplifting to honour the person who is the subject of the commemorative plaque. Memorialisation e.g. date of birth – date of death will not be permitted.
- c. A maximum of 3 lines and approximately 45 characters or 15 characters per line is recommended for aesthetic reasons.

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FOREVER IN OUR HEARTS

Donated commemorative seat/table settings

- 1. Council will accept requests for donated commemorative seating subject to the following conditions:
 - a. The park or location has space for a seat as determined by the Fraser Coast Parks Strategy 2041 and is relevant to the park hierarchy or function.
 - b. There is an established user need and is aesthetically appropriate for a commemorative seat to be installed as determined by the Executive Manager – Open Space & Environment.
 - c. The style of seat will be determined by the Fraser Coast Parks Strategy 2041 embellishments standards or the relevant landscape plan.
 - d. Payment in full of the current charge for the commemorative seat is to be received prior to commencement of installation.
 - e. If Council is unable to fulfil the request by granting the requester's preferred location for the commemorative seat fee's will be fully refunded.
 - f. Plaques for the commemorative seat must be supplied by and at the expense of the applicant and must meet the inscription guidelines within this Policy.
 - g. The charge for the donated commemorative seat in no way constitutes ownership of the seat, nor the land upon which it is situated.
 - h. The application for donated commemorative seats may be restricted in some parks as determined by the Executive Manager – Open Space & Environment to ensure a reasonable balance of amenities.

2. Inscription guidelines for commemorative seating:

The Executive Manager – Open Space & Environment is responsible for approving the inscriptions on a commemorative seat in accordance with the following guidelines:

- a. Plaques must be 100mm x 50mm in dimension and made from marine grade steel or anodised aluminium.
- b. Inscriptions on the plaque will be in the present tense and uplifting to honour the person/event subject to the commemorative plaque. Memorialisation e.g. date of birth – date of death will not be permitted.
- c. A maximum of 3 lines and approximately 45 characters or 15 characters per line is recommended for aesthetic reasons.

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5.4. Fees

Applicants are responsible for supplying and paying for commemorative plaques.

Fees and charges relating to this Policy are published in Council's Schedule of Fees and Charges.

Should Council agree through resolution to install another type of commemorative feature other than those listed above, the applicant will be responsible for meeting the cost of purchasing and installing the asset.

5.5. Application process

1. Completed application form to be submitted to Council.
2. The application should nominate the preferred suburb or location for the commemorative feature to be situated.
3. Open Space & Environment - Business Support Officer will consult with the applicant on available sites and assist with the planning and installation of the commemorative feature.

5.6. Assessment

The Executive Manager Open Space and Environment, or delegate, will decide an application based on this Policy, and approve it with conditions or reject it for the reasons stated.

Decisions will be notified in writing.

5.7. Maintenance, renewal, and disposal

- Council will maintain commemorative plaques (at no additional cost to applicant) on the nominated existing seat for a minimum 10-year "term" in its original location, or in an area near its original location.

- Council may remove or relocate a commemorative feature due to planned park upgrades, or future master planning considerations.
- If a commemorative feature is required to be removed, Council will endeavour to contact the donor and return any plaques but cannot guarantee that this will always be possible.
- Council is under no obligation to replace a commemorative feature or tribute tree if it is vandalised, stolen, or damaged because of exposure to the elements, or removed as part of the normal asset management life cycle.
- The Executive Manager – Open Space & Environment may elect to not replace a commemorative feature that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues.

5.8. Reporting

Council will maintain a database, with photos, and GPS location of installed commemorative features.

6. ASSOCIATED DOCUMENTS

Local Law 1 (Administration) 2011

Subordinate Local Law 1 (Administration) 2019

Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	26/06/2019	3464153v1
9	Amended Policy – Commemorative Plaques & Tribute Trees on 26 February 2025	Council	26/02/2025	3464153